Bright from the Start:

Georgia Department of Early Care and Learning

Nutrition Services

Child and Adult Care Food Program

User Manual for Completing the Management Plan

For Institutions use only

September 2009

Child and Adult Care Food Program Management Plan

Institutions participating in the CACFP are required to complete and submit a Management Plan with each annual application. The Management Plan is a section of the application package that includes an institution's CACFP personnel, financial management information, and specific processes for CACFP operations.

Once the Management Plan is completed, information will continue to remain for each fiscal year. Institutions have the ability to review and revise the Management Plan at any time. Revisions to the Management Plan require review and approval from Bright from the Start personnel. It is each institution's responsibility to ensure that information in the Management Plan is current and accurate at all times.

Renewing Institutions

Renewing institutions are required to complete an entire application every three years, which includes the Management Plan, as well as other requirements. See figure 1 below.

Figure1. Application for Renewing Institution

Continuing Institutions

Continuing institutions are only required to complete annual requirements each fiscal year. See figure 2.

Annual requirements now include the following components:
- Applicable certification statements,
- The Management Plan,
- CACFP Budget Package, and
- Annual Supporting Documents.

DUE DATE FOR THIS APPLICATION ALONG WITH ALL REQUIRED DOCUMENTS IS: 10/01/2009

Application Status and Approval Notification						
App Started	**App Status**	**Submitted for Approval**	**Review Required**	**Date to Operate**	**Date Approved**	**Approved By**
09/22/2009	Inactive	No	No	02/01/2009	Not Approved	

Continuing Institution Application			
Menu Item	**Status**		Notes
Annual Training	Complete		
Certifications	Complete		
Management Plans	Incomplete		Original
Supporting Documents	Complete	Not on File	
Application Suspense Tracking			

Application Unlocked for Sponsor Updates   or   Approved by DECAL

Figure 2: Application for Continuing Institutions

New Enhancements with the Management Plan

The management plan now interacts with the CACFP Budget Package. Responses given in the Management Plan will alert institutions to budget requirements. Institutions will then have the ability to complete budget worksheets that relate to certain operating practices. Both the budget and the management plan should support each institution's operation and administration of the CACFP.

Steps to Completing the Management Plan

The main page of the management plan lists individual sections that must be completed. Each section of the management plan will read incomplete and show in red letters. In order to complete the management plan and submit the application package for review and approval, each of the sections noted below must be reviewed and show complete in green letters. See figure 3.

Institution			
Institution Name	Agreement Number	Federal ID (EIN)	Program Year
Test Budget Institution	99999	1122222	2009-2010

Institution Application page   Help

Management Plan Status			
Revision Number	Management Plan Status	Date Approved	Approved By
Original			

Management Plan	
Menu Item	Status
I. Principal and Certification	Not Started
II. Administrative Personnel	Not Started
III. Operations	Not Started
IV. Financial	Not Started
V. Publicly Funded Programs	Not Started
VI. Internal Controls - Accounting	Not Started
VII. Internal Controls - Claim for Reimbursement	Not Started
VIII. Record Keeping & Training	Not Started
IX. Meal Service & Facility Eligibility	Not Started
X. Monitoring	Not Started

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Figure 3: Section Listing of the Management Plan

Step 1: Select the *Principal and Certification* link. For most private non-profit organizations, this is the Executive Director. In a for-profit organization, this is the owner or in the public school system, this is the superintendent for the school system. Other persons must be elected or appointed by a Board of Directors to assume the responsibility. The person in this position must sign the Agreement for Participation.

Step 2: After completing this section, select the *"save and continue"* **button at the bottom of the page.** This button will allow you to navigate through each section of the management plan. See figure 4 below.

(Item #2)
Certification:

☐ I certify that the information contained in this management plan is true and correct. I understand that the submission of false information will result in my application being denied and could also result in termination of participation in any federal nutrition program. I also accept final administrative and financial responsibility for the operation of the Child and Adult Care Food Program under my authority. I understand that it is my responsibility to read and comply with all the provisions listed in §226 of 7 Code of Federal Regulations and all USDA and Bright From The Start policies and directives regarding the CACFP.

Created By:	Created Date:	Modified By:	Modified Date:

Redisplay   < Back   Save   Save & Continue >   Skip to Next >   Cancel

Step 3: Complete section II, *Administrative and Operating Personnel.* This section captures the staff profile of each person that is affiliated with and performs CACFP administrative and operating duties. To add a person, select the "**Add Person**" link.

Child and Adult Care Food Program

Institution		
Institution Name	**Agreement Number**	**Program Year**
Test Budget Institution	99999	2010

Management Plan Home Page   Help

Management Plan (page 2 of 10)

II. Administrative Personnel
Enter the names and description of staff that complete CACFP operating and administrative duties and responsibilities.

Staff List			
Person's Name	**Job Description**	**Status**	**Action**
No records found			

< Back   Add Person   Skip to Next >   Cancel

Step 3A: Existing institutions may have previously completed this section and personnel may be listed. To modify existing personnel listed, select the "modify" button.

Management Plan (page 2 of 9)

II. Administrative Personnel
Enter the names and description of staff that complete CACFP operating and administrative duties and responsibilities.

Staff List			
Person's Name	**Job Description**	**Status**	**Action**
test person	Program Contact	Complete	View Modify Delete

< Back   Add Person   Skip to Next >   Cancel

Note: This section now requires the institution to indicate all persons performing operating duties. Previously, this information was not required. See figure 5 below.

Figure 5: Management Plan, section II, item 1-Staff Profile

Attention: Business Rule Violation(s) Exist		
Number	**Description**	**Type**
20503	**Your responses have indicated one of the following (Admin) Budget Worksheets is required and must be entered: Equipment-[Purchased $5,000 and Over; Depreciation; Use Allowance], Durable Supplies, Expendable Supplies. If cost is being charged to CACFP.**	**Warning**

Continue >

Note: Because the management plan interacts with the budget, certain administrative or operating duties and selections in item 3 of section II will create warning messages. These warning messages will appear in blue and will provide guidance about the required budget worksheets that must be completed if CACFP funds will be used towards the cost of performing that duty. **To proceed by any warning message, select the "continue" button.**

Step 4: After entering all staff profiles into section II of the Management Plan, select the "*save and continue*" button at the bottom of the page or the "*continue*" button if warning messages appear.

Step 5: Complete Section III: Operations. This section captures information regarding Consultants/Contractors. For sponsoring organizations, this section will also capture the institutions Outside Employment Policy.

Indicate if Consultants/Contractors are used in the operation or administration of the CACFP. If the answer is yes, follow the instructions and fill-in the text box. Afterwards, indicate if CACFP funds will be used to pay the fees of the Consultant/Contractors. Answering yes to this question will require an Administrative Budget. See figure 6 below.

Figure 6: Management Plan, Section III-Operations

Step 6: Complete sections IV (Financial) and V (Publicly Funded Programs). These sections capture information pertaining to the institution's fiscal resources, financial history, and participation in other publicly funded programs. Continue navigating through the management plan by selecting the *"save and continue"* button.

Step 7: Complete section VI: Internal Controls. This section captures each institution's financial management system as it relates to CACFP. Answer each question by filling in each text box. Indicate if any portion of the CACFP meal reimbursement will be used towards administrative costs. See figure 7 below.

Figure 7: Management Plan, section VI-Internal Controls-Accounting

Note: Answering yes to this question will require the completion of the Administrative Budget.

Continue navigating through the Management Plan by selecting the "save and continue" button.

Step 8: Complete sections VII (Internal Controls-Claims for Reimbursement). This section captures the institution's process and procedure for ensure accurate claim submission and facility eligibility. Continue navigating through the management plan by selecting the *"save and continue"* button.

Step 9: Complete section VIII-Recordkeeping and Training. This section captures each institution's methods for maintaining records, obtaining income eligibility statements, and training staff and/or sponsored facilities. Upon completion, select the *"save and continue"* button at the bottom of the page. See figure 8 below.

Figure 8: Management Plan, section VIII-Recordkeeping and Training

Note: Institutions must also indicate if there are administrative costs related to recordkeeping or training. Selecting any of these questions will require the completion of an Administrative Budget.

Step 10: Complete sections XI (Meal Service and Facility Eligibility). This section captures the institution's process and procedures for ensuring accurate meal counts and facility eligibility. Institutions that sponsor unaffiliated centers will also have to complete section X (Monitoring).

The Management Plan listing should show each section as complete in green letters. See figure 9 below.

Management Plan Status			
Revision Number	**Management Plan Status**	**Date Approved**	**Approved By**
Original	Active		

Management Plan		
Menu Item	**Status**	
I. Principal and Certification	Completed	
II. Administrative Personnel	Completed	
III. Operations	Completed	
IV. Financial	Completed	
V. Publicly Funded Programs	Completed	
VI. Internal Controls - Accounting	Completed	
VII. Internal Controls - Claim for Reimbursement	Completed	
VIII. Record Keeping & Training	Completed	
IX. Meal Service & Facility Eligibility	Completed	

Figure 9: Management Plan Listing

For guidance on CACFP federal requirements or Bright from the Start policies, please visit Bright from the Start's website at www.decal.ga.gov/Nutrition